

AIR NATIONAL GUARD MILITARY (AGR) VACANCY ANNOUNCEMENT

HUMAN RESOURCES OFFICE KANSAS NATIONAL GUARD 5920 SE COYOTE DR TOPEKA, KS 66619	DATE 20 APR 2020	ANNOUNCEMENT NO. 57-2020
OPEN TO CURRENT MEMBERS OF THE 184 TH INTELLIGENCE WING	APPLICATIONS WILL BE ACCEPTED UNTIL 12 MAY 2020, 1500 HRS	
MILITARY POSITION TITLE & NUMBER PERSONNEL #0882914	MIL AFSC & GRADE 3F051/SSGT	APPOINTMENT FACTORS SEE BELOW
LOCATION OF POSITION 184 SFS MCCONNELL AFB, KS 67221	MINIMUM RANK AMN	MAXIMUM RANK SSGT
SELECTING SUPERVISOR SMSgt Stephen Vogt, Superintendent, 316-759-7456, stephen.w.vogt.mil@mail.mil		

AFSC SPECIALTY SUMMARY

Supervises and performs personnel activities and functions, including personnel action requests; source documents; unit, field, and master personnel records; and Commander's Support Staff (CSS) tasks. Interviews and classifies airmen and officers. Advises on career progression. Updates military personnel data system (PDS) records. Manages Air Force retention programs, assists military personnel in making career decisions, and advises on benefit programs. Ensures compliance with personnel policies, directives, and procedures. Related DoD Occupational Subgroup: 153100.

AFSC DUTIES & RESPONSIBILITIES

Advises officers and airmen on military personnel issues and programs. Conducts interviews to determine individual interests, qualifications, and personnel data. Briefs provisions of personnel programs such as assignments, promotions, separations, retirements, benefit programs, retention, bonus, classification, training and retraining, and personnel reliability program, personnel readiness and career progression. Helps commanders develop career information and motivation programs. Manages selective reenlistment and career airman reenlistment reservation programs. Counsels airmen on reenlistment opportunities and benefits. Monitors retention programs and provides reports and statistics. Helps users determine training requirements, methods, and procedures.

Creates, maintains, and audits personnel records. Records information in unit, field, and PDS records. Prepares and maintains personnel records, aeronautical orders, and personnel action requests. Prepares and processes documentation for administration of quality control programs. Reviews personnel records, and interviews individuals to ensure accuracy of information. Compares basic records with source documents, transaction registers, and management products. Inspects records, master personnel, and command and field personnel records. Reviews and processes evaluation reports.

Performs personnel actions. Updates computerized personnel data. Conducts in and out processing. Manages the Virtual Out Processing vOP in the Military Personnel Flight. Monitors personnel readiness programs. Schedules individuals for processing personnel actions such as reenlistment, promotion, separation, retirement, or reassignment. Administers standard tests, acts as test monitor, scores tests, and records results. Prepares and processes correspondence, forms, and PDS transactions. Advises members on official and personal obligations incident to relocation, training, and promotion. Prepares and processes relocation actions. Processes documents required to support service awards and decorations. Guides customers in completing the vRED (automated DD Form 93) in vMPF (virtual MPF). Maintains files of correspondence, directives, instructions, and other publications.

Provides casualty assistance. Administers casualty program. Prepares related reports and documents. Assists next of kin of deceased and missing personnel to apply for death gratuity pay, arrears of pay, veterans' affairs, social security, government and commercial life insurance, and other benefits.

Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Reports discrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and

accuracy. Ensures proper counseling of individuals on personnel programs, procedures, and benefits. Organizes and compiles management data and submits reports.

Performs CSS personnel functions. Prepares and processes administrative support actions relating to unit programs such as FIT Program, vOP, inprocessing, squadron information, and enlisted and officer professional military education. Manages leave web program. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Provides customers with guidance on how to use the web applications for the personnel actions. Requisitions and maintains current study reference material for the airman promotion system. Assigns members to an AEF. Prepares and processes Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions.

Performs Personnel Support for Contingency Operations (PERSCO) functions.

QUALIFICATIONS

1. Must hold a 3FXXX at the time of application.
2. Members who are not suitable for career AGR may be considered for an Occasional Tour.
3. Applicant must meet the physical requirements of AFI 36-2905, prior to being placed on AGR tour.
4. Non AGR Person receiving a Federal military retirement or retainer pay are not eligible.
5. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
6. Military grade will not exceed the maximum authorized grade on the unit manning document.
7. Initial tours will be 3 years. Follow-on tour lengths may be from 1 to 6 years.
8. Applicant must meet all requirements of ANGI 36-101.

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the 184 Force Support Squadron, ATTN: Full Time Manning, 52955 Jayhawk Drive Bldg. 65 Ste 106, McConnell AFB KS 67221-9000 or e-mail your applications to jason.a.mcandrews.mil@mail.mil.

Applications will include:

1. **Signed NGB Form 34-1 dated 20131111, Application for Active Guard Reserve (AGR) Position**
2. **Individual Fitness Report from Air Force Fitness Management System (AFFMS II) – 2pg PDF**
3. **Record Review RIP (from vMPF)**

NOTE:

1. *Failure to provide all the required documents will result in application being returned without further action.*
2. *Applicants must sign NGB Form 34-1; failure to sign the form will result in application being returned without further action. NOTE: Please ensure 34-1 reflects Tour Announcement number, current telephone number and all AFSCs for which you are qualified.*
3. *If selected for the job, member must have a current passing fitness and AGR physical prior to being placed on AGR tour.*

FOR FURTHER INFORMATION:

For questions regarding the specific vacancy and position, contact the selecting supervisor. For questions regarding the application process, please contact SMSgt Jason McAndrews, 184 FSS/FTM, DSN: 743-7422, COMM: 316-759-7422.

EQUAL EMPLOYMENT OPPORTUNITY:

All qualified applicants will receive consideration for this position without discrimination for any non-merit reason such as race, sex, religion, national origin, lawful, political or other affiliations, marital status, age or membership/non-membership in an employee organization.